



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

# Meeting Minutes

## District Managers' Health and Safety Committee (DMHSC)

Date:	Start:	End:	Next Meeting:	Next Time:	Location:
December 2, 2024	2:00 pm	3:00 pm	March 3, 2025	2:00-3:00 pm	Zoom – See Calendar Invite

Purpose:	Central Repository Folder:
District Managers' Health and Safety Committee (DMHSC) Meeting Agenda #59	<a href="#">\\appserv2\Districtwide Safety Committee</a>

Attendees:	
X Barrick, Emily – (CSM) Colin, Cherie – (SKY) X Dean, Rob – (CSM) Demissie, Yoseph – (Dist) X Flores, Eddie – (CSM) Garcia Vince – (Dist) (On-leave) X Gutierrez, Robert – (Dist) X McLain, David – (Dist) Melgoza, Ingrid – (Dist)(On-leave) X Minkin, Ben'Zara – (Dist) X Morello, Jr., Joe - (SKY) X Pinkham, Karen – (CAN)	X Prisecar, Ludmila - (CAN) X Ramirez, Gerardo – (CSM) X Reyes, Thommy – (Dist) X Rodriguez Antone, Megan – (CAN) X Rudovsky, Michele – (CSM) X Tordesillas, Dennis – (Dist) Tupper, Brian – (Dist) (Chairperson)(On-leave) X Vangele, Jim – (SKY) X Warne, Maxwell – (SKY) Jason Wendt – (CAN) X Yoch, Owen – (CSM)

Item	Description	Action by	First Noted	OPN/ CLO
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<b>NEW BUSINESS / Items of Importance</b>				
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	<b>Campus Health and Safety Committees Updates</b> 12/2/24: <u>CSM</u> -New members would like to make changes to the bylaws; specifically, to the Function of the committee. -The Committee would like to: make more policy recommendations rather than operational decisions, be a conduit for communication, and focus on enhancing safety. Ludmila requested to view the draft of the changes because all Health and Safety Committees in the District would like to be consistent.	VPAs		Ongoing
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	<p>-Develop a communication plan that focuses on safety topics and that will be published every month in the Bulldog Bulletin.</p> <p><u>CAN</u></p> <p>-Faculty reported that the draft of the Workplace Violence Prevention Plan was not available for commenting. In the future, Faculty would like the opportunity to review and provide feedback before publishing.</p> <p>-Due to recent power outages and emergency preparedness drills: the Committee focused on making sure there is good communication process, Building Captains (BC) are properly trained and well informed, and DPS and BCs will connect effectively during an emergency.</p> <p>-There were continued analysis and discussion about constant improvement of safety on campus especially about traffic safety.</p> <p><u>SKY</u></p> <p>-Will be conducting CPR/First Aid/AED training on January 9, 12:30pm to 4:30pm</p> <p>-Discussed upgrade of Distributed Antenna System by SP2025</p> <p>-Received permit to install AT&amp;T cell tower to improve cell reception</p> <p>-Discussed recent free speech activity on campus and SKY's response to incident. Student Life manager made a presentation about Free Speech Zones and the types of notices and support available.</p> <p>-SKY is conducting weekly testing of its EAS systems to ensure it will work properly in an emergency and during drills.</p> <p>-Community members walking their unleashed dogs around campus continue to be a problem. See 52.0.</p>			
	<p><b>Districtwide Building Captains Plan</b></p> <ul style="list-style-type: none"> <li>• <b>Managing Building Captains</b></li> </ul> <p>12/2/24:</p> <p>-There is a gap between BCs and DPS, and BCs and administrators. Campus DPS Captains are not familiar with BCs, and do not know their availability on campus. Ben plans to foster relationship building by training the two groups together.</p> <p>-BZM will work with DPS Captains to nominate individuals interested in becoming trainers for emergency drills, safety assessments, etc.</p> <p><u>Feedback from CAN</u></p> <p>-BCs are eager to learn and contribute.</p> <p>-Websites need to be consistently updated and identify BCs.</p> <p>-Need a live document that show which BCs are on campus.</p> <p><u>Feedback from CSM</u></p> <p>-Need an updated email distribution list of BCs to effectively send out communication.</p> <p>-Need a master calendar showing when BCs are on campus or working remote.</p> <p>-Need a plan for coverage during Friday afternoons and evenings.</p> <p>-Gerardo recommended exploring an "administrator on duty" person to</p>	<b>BZM</b>	<b>10/29</b>	<b>Ongoing</b>

	<p>ensure there's always someone to make decisions. Ludmila informed there used to be an Evening Supervisor on campus in the past but the program was terminated because it was determined that it is not needed.</p> <p><u>Feedback from SKY</u>          -Need to train as many employees to become BCs.          -Baseline group of BCs should be DPS, Facilities, and management. Classified and Faculty staff will supplement baseline group.</p>			
<b>59.0</b>	<p><b>Criteria for the locations of duress buttons</b>          12/2/24:          -Michele explained how duress buttons (DB) work and its criteria for location installment. DBs are for calling back-up support only. DPS will respond to alerts cautiously. Staff are encouraged to call 911 when faced with emergencies. John Doctor will analyze current locations to make sure there is consistency throughout the District.</p> <p><u>Feedback from SKY</u>          -Stressed importance of examining criteria for location installment whether it be public or private. Concerned for safety of DPS PSOs responding to alerts, and possible delay of emergency services when 911 should have been called. MR explained DBs are installed in staff/private locations only. Jim Vangele explained staff have been advised to always use 911 for medical emergencies.          -SKY is exploring the possibility of utilizing cell phones instead of DBs when cell reception on campus is improved.</p>	<b>MR</b>	<b>11/25</b>	<b>OPN</b>
	<p><b>COVID-19 Recovery Plan and Safety Procedures</b></p> <ul style="list-style-type: none"> <li>• <b>Recordkeeping of COVID self-test kits</b></li> </ul> <p>12/2/24:          -Need to start keeping records of how kits are distributed for audit compliance. Daily records need to identify clearly who the kits were distributed to such as employees, students or other. Recordkeeping will begin on January 2025. DT to send template spreadsheets to DPS Offices and Health Centers.</p>	<b>MR</b>	<b>11/27</b>	<b>Ongoing</b>
	<p><b>Round Table</b>          12/2/24:          Megan - Proposed to discuss drone usage on campus at the next meeting</p> <p><u>Crisis Action Team (CAT)</u>          Ben - The goal is to standardize CATs throughout the District. Currently, there are CATs in the DO and CAN only. CATs will communicate via Outlook, Zoom and text messaging. Text group chats will be the primary tool.</p>			

RECURRING ITEMS				
	<b>Emergency Action Plan (EAP)</b> 12/02/24: Item not discussed	<b>BZM</b>		<b>Ongoing</b>
	<b>District Employee Emergency Preparedness Training</b> 12/02/24: See Districtwide Building Captains Plan	<b>BZM</b>		<b>Ongoing</b>
	<b>PSPS forecast and Air Quality Index update</b> 12/02/24: Item not discussed	<b>BZM</b>		<b>Ongoing</b>
OLD BUSINESS				
	<p><b>Update on (57.0) Workplace Violence Prevention Plan (WVPP)</b> 9/4/24:</p> <p>Michele conducted a brief presentation of the WVPP and covered topics such as:</p> <ul style="list-style-type: none"> <li>• SB 553: Occupational safety: workplace violence</li> <li>• Categories of violence</li> <li>• Prevalence of violence</li> <li>• Workplace Violence – Institutions of Higher Ed</li> <li>• Existing laws and regulations enforced by regulatory agencies</li> <li>• Program fundamentals and components</li> <li>• Communication and training</li> <li>• Recordkeeping</li> </ul> <p>-Julie Johnson will be presenting the WVPP to the Skyline Health and Safety Committee. -Michele will present to CSM’s and Cañada’s committees and send a copy of the WVPP to DMHSC members. -The WVPP is a work-in-progress document because it is an unfinished legislation. It is important to let the campus communities know that we have a process in place.</p> <p>12/02/24: Item not discussed</p>	<b>MR</b>	<b>5/28/24</b>	<b>OPN</b>
<b>52.0</b>	<p><b>Dogs on Leash Law</b> 12/02/24:</p> <p>Need a Board Policy for enforcement. Current policy is about service animals only. MR informed group that there is a sign in production utilizing San Mateo County Ordinance 6.04, and will be installed soon.</p>	<b>MR (BT)</b>	<b>3/3/23</b>	<b>OPN</b>